**Resume**

**Objective:** To Expand leadership responsibilities improve organizational ability to exceed organizational goals & help honor all long-term commitments made to customer,clints,employees & the communities in which we live.

**Personal Strength:** Communication Skills, Confident, Positive Attitude & Optimistic, passionate towards work, handle the work pressure.

**Education Qualification:**

* **MBA (HR )** - NIIMS University Jaipur
* **B.Sc.** - University of Kota – 2009
* **HSS -** R B S C - 2006
* **SSC -** R B S C – 2004 – 81%

**Computer Skills:** MS Office & Internet

**Professional Training - As Management Trainee at Ajax Management Consultants Pvt. Ltd,**

**Course: Advance Diploma in H R Management**

**During my training at Ajax Consultants, I was given exposure to the following areas**

**Recruitment :** Searching the database/web/jobsites to source out the required resumes /cv ,Speaking/Emailing to the screened/short-listed resumes and checking their availability and interests ,Sell and forward the interested candidate resumes to clients against requirements with the help of senior recruiter (recruitment team) , Exposure of Handling three verticals IT , ITES & Non IT recruitment , Training the candidates on interview pattern and interview tips for all the rounds of interview , Making Cold calls & Head-hunting.

**HR Generalist :** Taking Care of Joining formalities of the Employees , Co-ordination with the new jonnies of the internal employee ,Issuing the Offer Letter and explain the salary details , Employee Relationship , Handling Exit Interview ,PMS System of the Employee & Processing Employee PF, ESI, Mediclaim & Other Employment Registration forms.

**Payroll:** Taking Care of Complete Staff Data Base, Pay-roll processing with regard to labor laws, Monitoring PF, ESI, PT Calculations, Remittances, Fillings, etc. Taking Care of routine Tax planning Co-ordination for the Employees. Monitoring Relieving Procedures and Settlements & General administration-related work and Employee Co-ordination & Marinating the Contract Employees details.

**Experience and Responsibilities:**

I was working with LBS group of educational institute - Kota, Rajasthan - September 2011 to February 2014

Responsibility as a counselor:-handling enquiries, counseling the customer (students), handling target pressure and admission rush, handling team of seven persons.

Responsibility as an Ex. Hr: - maintained the all data regarding employee’s details, handling recruitment process, payroll process, making salary, attendance, and joining and leaving process and so on.

As a media executive: - making add, finalize the marketing hard copy advertisement tools.

Presently Working with Fun Cinemas Kota (Cinepolis India Pvt. Ltd.) city mall Kota, as HR coordinator.

**Accomplishments:-**

 I was nominated by best employee of the year in Sep.2012 and Sep. 2013.

**Skills Used:-**

At that time leadership, team handling and face the target challenge is help me to done it.

**Extra Curricular Activities:**

* Education India Expo-2011 organized by OVATION events and Exhibition Pvt.Ltd in KOTA from 07 Jan.2011 to 09 Jan.2011.
* Counselor training program by Sikkim Manipal University on 11 July 2012 to 12 July 2012.
* Gorge prize in 2004
* Clay making

**Personal Details:**

* Date of Birth : 07.03.1989
* Nationality : Indian
* Languages Know : English, Hindi & Urdu

**First Name of Application CV No:** **1668876**

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